

**Response for Search Services  
State Superintendent of Schools  
RFP No. EDD403074**

**Cost Proposal**

**Hudepohl & Associates, Inc.**

By:   
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Date: January 6, 2014

**ATTACHMENT C: COST SHEET**

DESCRIPTION	COST
<p>COST SHALL BE ALL-INCLUSIVE: Shall be inclusive of all time, travel, staff-time, publication postings, meeting with Board Members and /or communicating or meeting with stakeholders, developing job description, or any commodity or service needed to meet the requirements of this RFP.</p> <p>No separate reimbursement will be made for any travel, overhead in incidental expenses, incurring cost, etc.</p> <p>Payment shall be made only after the completion of services and the recommended applicant has been approved by the WV Board of Education.</p>	
<b>ALL-INCLUSIVE TOTAL COST (see attached assumptions):</b>	<b>\$ 98,200</b>

**Notes:**

1. The fee is due whether new hire is sourced by Hudepohl or from any other source.
2. Payment is due in three non-refundable installments based on deliverables. 25% within 10 days of contract execution, 25% upon board’s acceptance of the position specification and recruitment plan, and 50% upon completion of the search, candidate’s acceptance. Payments are based on an estimated annual compensation, and at the conclusion of the search, reconciled to actual. If West Virginia statutes require other payment arrangements, we will amend the above schedule accordingly.
3. If the search is terminated for any reason prior to or on the 45<sup>th</sup> day of the contract effective date, 35% of the anticipated fee is due and after 45 days, 100% is due.
4. Our guarantee is one year. If employment is terminated for performance related reasons, we will replace the person for expenses only (no additional fee).

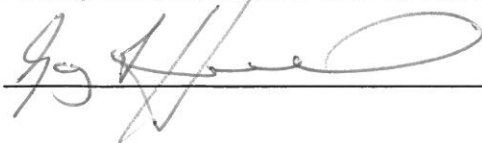
The State will not be responsible for any costs not identified.

Vendor’s Name: **HUDEPOHL & ASSOCIATES, INC.**

Representative’s Name: **Gary L. Hudepohl**

Address: **2727 Tuller Parkway, Suite 210, Dublin, OH 43017**

E-mail Address: **ghudepohl@hudepohl.com** Phone: **614-854-7300** Fax: **614-854-7301**

Signature of Representative:  \_\_\_\_\_

Date: **January 6, 2014**

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The fee and expense assumptions are summarized below.

<b>Estimated Fee</b> (one-third of anticipated annual compensation \$225,000, adjusted to actual)	\$75,000
<b>Expenses:</b>	
WVDE meetings to conduct stakeholder interviews (4 trips); attend Board meetings (4); facilitate interview sessions (2)	4,500
Miscellaneous expenses (e.g., research, telephone)	0
<b>Personal Candidate Interviews:</b>	
~6 face-to-face interviews with prospective candidates	3,500
Background investigations (5 candidates at \$650 each)	3,250
Media checks (5 candidates at \$1,000 each)	5,000
Reference checks on three (3) finalists at \$650/finalist	1,950
<b>Total Fee and Expenses</b>	93,200
<b>Advertising/Postings</b> ( <i>Education Week, Chronicle for Higher Education, NASBE</i> )(a)	5,000
<b>Total Recruitment Costs</b> (b)	\$98,200

Note: (a) Amount will increase if additional advertising, e.g., *local papers*, is desired.

(b) The Total Recruitment Costs excludes the travel expenses for candidates to interview with WVDE – this is a cost to WVDE. Our firm will arrange this travel, in accordance with the Agency’s travel policies, and invoice WVDE actual costs with supporting documentation.